

1 July 1975

MEMORANDUM FOR: Deputy Director of Personnel for  
Recruitment and Placement

SUBJECT : Records Destruction

1. This memorandum responds to a request to furnish information relating to those files destroyed by this Division during the calendar year 1973.

2. Our review shows destruction of the following categories of material:

<u>Division Subject Files</u>	<u>Comments</u>
a. Consists of studies, recruitment reading files and memoranda, advertising materials, material of a historical nature as well as current working papers pertaining to the over-all operation of the Agency's recruitment program.	This material is screened periodically and material of no future value is destroyed.
b. Includes monthly activity reports, printing requisitions, chrono files, program calls and other administrative type files.	Material of future value is forwarded to Agency Records Center.

Card Files

a. Consists of 3 X 5 cards on individuals retained on a wheeldex. Information consists of applicant name, recruiter, where file has been sent.	Temporary. Destroyed when two years old.
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Report of Interview Files

a. Consists of reports of interviews as prepared by recruiters on each candidate who has completed application forms.	Temporary. Destroyed when two years old.
b. Other related administrative files such as lead source files, requisition files, and reference materials.	

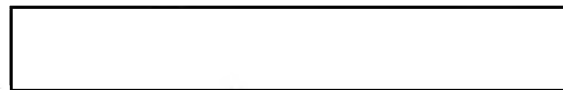
Field Recruiter Files

Comments

a. Consists of correspondence, memoranda, and other administrative files maintained by field recruiters and secretaries.

Temporary. Generally destroyed when two years old. Card files on applicants are retained for reference.

STATINTL



Acting Chief,  
Recruitment Division